



MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS International Registration Plan

How to Reprint a Cab Card

- Important Notes – Page 1
- Log On – Page 2
- Access Cab Card – Page 3

IMPORTANT NOTES

USERID & PASSWORD

To file online, you must have a userID and password. If you do not have a userID and password, e-mail contactmcs@modot.mo.gov

If you have forgotten your password, go to the log in page www.modot.org/mce and click on the orange button on that page. Follow the instructions to reset your password.

If you have forgotten your password,
[Click Here](#)

GETTING BACK TO WHERE YOU LEFT OFF

If you exit MoDOT Carrier Express at any time during a transaction, and the renewal is not in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function (see page 11) to return to the last saved page.



BACK BUTTON

Do not use your browser's back button. Using the back button or arrow will end your MoDOT Carrier Express session. After any session is ended, you are required log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.

PRISM ERROR MESSAGES

Gray boxes with error messages will pop up when information in MoDOT Carrier Express does not agree with information held by the FMCSA.

To update your information with FMCSA, use a Form MCS 150 – update electronically at www.safersys.org or download a paper copy at www.modot.org/mcs/irp/index and fax, e-mail, or mail it to MoDOT. MCS-150s must be updated at least once every 18 months. Information on file with MoDOT Motor Carrier Services must match the information you gave to the FMCSA. This includes Entity Type, Tax Payer Identification Number, Operation Type and all other information. If you have questions about error messages, call our office toll-free at 1-866-831-6277.

OUR CONTACT INFORMATION

MoDOT Motor Carrier Services
1320 Creek Trail Drive
PO Box 893
Jefferson City, MO 65102-0893

Toll-Free: 1-866-831-6277
Local: 573-751-7100
Fax: 573-751-0916
E-mail: contactmcs@modot.mo.gov

HOW TO ACCESS AN (ADOBE) PDF COPY OF YOUR CAB CARD.

ADOBE READER MUST BE INSTALLED ON YOUR COMPUTER. ADOBE READER IS A FREE PROGRAM AVAILABLE FOR FREE DOWNLOAD.

<http://www.adobe.com/products/acrobat/readstep2.html>

Required Supporting Documents –

- None

1. Log on - www.modot.org/mce

The screenshot shows the MoDOT Carrier Express login page. At the top, there's a header with the MoDOT logo and 'MoDOT CARRIER EXPRESS'. Below the header, there's a login section with fields for 'User ID' and 'Password', and a 'Sign in' button. To the right of the login section, there's a 'Welcome to MoDOT Carrier Express' message with several bullet points providing information about the system, including supported browsers (Internet Explorer 6.0 and 7.0), general information, and MCS acceptance of various payment methods. At the bottom, there's contact information for MoDOT Motor Carrier Services.

- a. Enter your userID and password. Click on **SIGN IN**

2. The **Welcome to the MoDOT Carrier Express** page appears
This page contains links for various activities and information pages

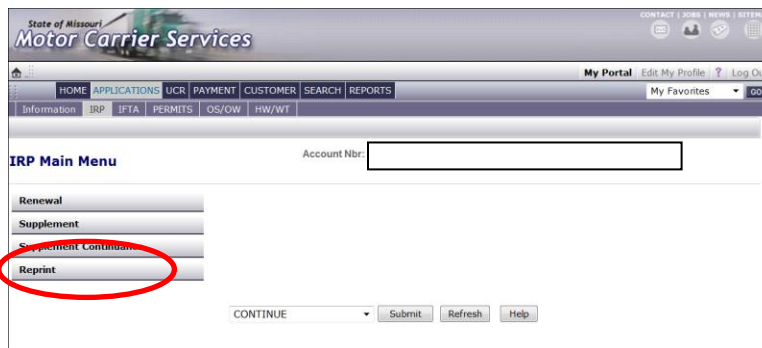
The screenshot shows the MoDOT Motor Carrier Services page. At the top, there's a header with the 'State of Missouri' logo and 'Motor Carrier Services'. Below the header, there's a navigation bar with links for 'APPLICATIONS', 'UCR', 'PAYMENT', 'CUSTOMER', 'SEARCH', and 'REPORTS'. The 'APPLICATIONS' link is circled in red. Below the navigation bar, there's a 'Welcome to the MoDOT Carrier Express!' message. To the left, there's a section for 'Click here to begin any of the IRP activities below:' with a list of activities including 'Transfer a plate', 'Replace a plate', 'Renew your plates', 'Reprint a cab card', 'Correct cab card info', and 'Continue an unfinished transaction'. To the right, there's a section for 'Click on the transaction below for Payment activity:' with links for 'Pay bill', 'View your account balances', and 'Reprint an open bill'. Below these sections, there are more links for 'OSOW activities', 'INTRASTATE AUTHORITY activity', and 'UCR activities'.

- a. To proceed with your reprint, click on **APPLICATIONS** or the **IRP ACTIVITIES LINK**

3. The **Motor Carrier Services Program Information** page appears. Click on the **IRP** tab



4. The **IRP Main Menu** page appears



- a. Click on **REPRINT** and complete the requested screen information



- Enter fleet number (required)
- Enter account expiration month and year (required)
- Choose only one, either supplement number, VIN, or unit number. If more than one field is entered you will receive an error message.
- Select **DELIVERY OPTIONS** from the drop down box
 - Fax – Sends documents/credentials to your fax number indicated – number can be changed
 - Email –Sends documents/credentials to your email address indicated – email can be changed
 - Preview – Sends documents/credentials to Report List for printing (find in the REPORTS tab)

5. The cab card(s) will be sent to you via the delivery option you chose.